

# Strathmore Secondary College VCE Policy

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## **The Victorian Certificate of Education (VCE)**

All students should ensure that they are familiar with the contents of this document as well as VCAA information on VCE handbook, this information can be found at:

<http://www.vcaa.vic.edu.au/>

### **VCE Structure**

In Year 11 Students must complete a course of six Unit 1 and 2 units.

In Year 12 Students must complete a course of five Unit 3 and 4 subjects.

### **VCE and ATAR Requirements**

**To be eligible for the VCE and an ATAR students must satisfactorily complete the Unit 3 and 4 English requirement** (English, English Language, Literature, EAL and Bridging EAL) and combine this with a minimum of three other 3/4 sequences. (Please note change in policy)

To be eligible for the VCE students must complete at least three units of the English requirement (English, English Language, Literature, EAL and Bridging EAL) across year 11 and 12.

### **Promotion**

A minimum of 6 'S' unit results must be obtained in order to proceed from Year 11 to Year 12

### **Communication**

All major communication to parents and students will be done via Compass. Users will receive an email notification and/or a push notification if they use the compass app for the various communications.

Parents will need compass to access the following; learning tasks, reports, events and event payment, compass news posts, school documentation, attendance and attendance letters, at risk letters, attendance letters and notification of N letters

Students will need compass to access the following; Schedules, learning tasks, class resources, compass news posts, resit scheduling, event and activity scheduling.

It is essential that all students use their google school email account as their mail client on their iPad so they are able to receive the appropriate emails. Students should also have the compass app installed on their iPad and possibly phone as well.

## **Attendance Policy**

### **Rationale**

In order to maximise student achievement and outcomes, Strathmore Secondary College requires students to be punctual and attend all classes with appropriate materials and set preparation completed so that teaching and learning can be effective.

### **Attendance Requirements**

VCE students must attend a minimum of 90% of scheduled class time for each VCE unit. Students who do not attend at least 90% of scheduled classes will receive an N for the unit.

A VCE student's absence from class will be deemed either an approved absence or an unapproved absence. Approved absences will not count as a missed class.

### **Approved absences:**

- Are those covered by a medical certificate or bereavement
- Are those in relation to the student's participation in another aspect of the college's educational program (such as sport, music, excursion or camp)

### **Unapproved absences include:**

- Absences covered by a parent or guardian note, but without a medical certificate
- Holidays taken during school time
- An absence from a whole school activity
- Lateness to class. A student who is late to class may be permitted to enter the class at the discretion of the teacher, but will be recorded as 'late' and this lateness will be counted as an unapproved absence for the amount time missed. Time will accumulate.

### **Reporting absences:**

Attendance data for students is available in real time via the Compass Management system. Parents will need to log onto the system via their details that have been provided.

- Attendance letters will be posted to the students compass chronicle to notify parents when a student has continued unapproved absence
- Should a student accumulate significant unapproved absences in any unit the Senior School Coordinator may convene a meeting with the student and the student's parents or guardians
- Failure to reduce unapproved absences will result in an at risk form being issued via compass for attendance.

***As a guide, students who miss approximately eight periods of a unit in a semester will not satisfy the attendance requirement. This will result in an N (Not satisfactory) for the unit.***

Where a student fails to meet the attendance requirements over a number of units, they will be required to appear before the Team leader or Assistant Principal where their enrolment in the VCE at Strathmore Secondary College will be reviewed.

Participation in sporting events is encouraged; however, due to the interference this may have with scheduled classes, Senior School students are limited in the number of sporting activities in which they may participate. Senior School students may join **no more than two sporting teams or events in a year**. If a student wishes to participate in further teams or events, they may do so only with the approval of their Senior School Coordinator and team leader.

A student who is not meeting the required standards academically and is at risk for attendance may be excluded from extra-curricular activities such as sport and music.

### **Study Periods**

- Students are required to remain on college grounds between their first and last scheduled classes
- Students are not to leave college premises at any time during the day
- Study periods may be spent in: the senior school study centres, the senior school common room, the library (study space only) and the cafeteria.

### **Consequences**

Student coordinators and team leaders will have discussions with the student and make contact in writing or on the over the phone with the parents.

First Offence: One detention

Second Offence: Two Detentions

Third Offence: Sign in sheet in senior school office for all study periods for two weeks

Further offences may result in; parent meetings, official warnings and suspensions.

## **Satisfactory Completion of School based assessment (SACs and SATs)**

### ***Rationale***

The Strathmore Secondary College VCE (Satisfactory Completion) policy is based on the following:

- All students have the right to complete their School Assessed Coursework (SAC) under the same conditions in order to demonstrate achievement of the learning outcome(s) for satisfactory completion
- The VCE is designed to cater for all students entering post compulsory education, and these students should be able to attain satisfactory completion with fair and reasonable effort

### **School Assessed Coursework (SAC)**

- Conditions are strictly common for all classes of a subject
- Students will receive a SAC calendar at the beginning of the year detailing the week of the SAC, the exact date of which will be decided by the teacher
- Students will receive an outline of the nature of the task prior to the commencement of the SAC
- Students must not bring materials to a SAC, other than those stipulated by the teacher
- Students must not bring any mobile phone or unapproved electronic device into a SAC

### **Satisfactory Completion (S)**

In order to satisfactorily complete a unit, students must demonstrate achievement of the set learning outcomes. Achievement of an outcome means:

- The work meets the required 'standard' as described in the learning outcomes
- The work is submitted on time
- The work is clearly the student's own
- There has been no breach of VCAA or College rules (including SAC absence policy and college attendance requirements)

### **Non-Satisfactory Completion (N)**

The student receives an N for the unit when one or more of the following outcomes are not achieved:

- The work does not meet the required 'standard' as described in the learning outcomes
- The student fails to meet the deadline for a SAC
- The work can not be authenticated
- There has been a breach of VCAA or College rules (including SAC absence policy and college attendance requirements)

If the student does not reach a satisfactory standard, Parents will receive a document via the compass chronicle indicating the student is "at risk" from the class teacher and the Senior School Coordinator.

### **Redemption**

Redemption is the process of converting an Unsatisfactory grade N in a particular Learning Outcome to a Satisfactory grade S.

- Students are entitled to one redemption opportunity to demonstrate that they can achieve the learning outcome and thus receive an S for the unit
- The redemption opportunity may include a modification of the original task
- Under no circumstance does the work completed in the redemption opportunity receive a new grade or numerical score. It is awarded either an S or N

### **Final Non Satisfactory result**

If a student fails to demonstrate a satisfactory level of understanding as judged by the teacher in their redemption opportunity the following will occur;

- The teacher will give feedback to the student on the outcome
- The teacher will look for other opportunities for the student to demonstrate or have demonstrated their understanding (Please note this will vary significantly from task to task and subject to subject, it may include other forms of authenticated coursework)
- If no understanding can be shown, an N will be awarded for the unit.
- The relevant team leader will meet with the student to discuss and will notify the parents by phone and post an N notification document to the student's chronicle.

### **Feedback on School Assessed Coursework**

- Students are provided with the marking scheme, written feedback or a criteria sheet
- Feedback on SAC performance is reported through compass learning tasks as tasks are completed and is available to the students and parents in a timely manner.
- Teachers can provide students with a provisional grade or indication of performance after marking. Please note this is not their final grade as this is subject to statistical moderation by VCAA and may change.

### **Students who miss an assessment task due to an approved absence**

Students are required to complete each SAC or work requirement on the date specified by their teacher. Students who are absent at the time of a scheduled SAC will be required to:

- Phone the Senior School Coordinator on the day of the absence. ph:9379 7999
- Provide a medical certificate (if the SAC absence is due to illness or injury), to the VCE Administrator Lucie Compton on the day of their return to school from absence.

Students will be booked into the next available SAC make up session (Tuesday and Thursday 3:15pm). It is the student's responsibility to check their compass schedule for the date of the resit. Students should be prepared to sit the SAC the next day they are at school. Failure to complete the rescheduled SAC without approved absence will result in a N.

### **Students who miss an assessment task without an approved absence:**

#### **Year 11**

- For an assessment task, a score of zero will be given. This will result in a N grade.
- If a Satisfactory result for an Outcome relies on the missed assessment task, then a student may be allowed to do that task if appropriate, or be set a new one, in order to convert an N (Not Satisfactory) to an S (Satisfactory) result.

#### **Year 12**

Here, the VCAA rules regarding the VCE apply:

- A Year 12 student will receive an N for failing to submit a school assessment task (part of the School-assessed Coursework)
- A new assessment task may be set in order to enable a student to convert an N (Not Satisfactory) for an Outcome, to an S (Satisfactory) result for the Outcome only; however, no score can be awarded to count towards the Study score.

## Extended SACs

School Assessed Tasks generally involve an extended project or folio work. Many studies have SAC's of a similar nature. Extended SAC's are those that are conducted over an extended period of time and/or are taken home intermittently by students. Conditions for all Extended SAC's must be the same for each subject area and clearly articulated to students when the task is set.

Teachers should make themselves familiar with the resources and guidelines provided by VCAA for each individual study.

For School-assessed Coursework undertaken outside class time, teachers must monitor and record each student's progress through to completion. This requires regular sightings of the work by the teacher and the keeping of records in the Authentication Record for School-based Assessment form.

## Satisfactory Completion

In order to satisfactorily complete a unit, students must satisfactorily demonstrate achievement of the learning outcomes assessed by the SAC.

Achievement of an outcome means:

- The work meets the required 'standard' as described in the outcome
- The work is submitted on time, by **4 pm** (or as arranged by the classroom teacher) on the due day. This will not be a Friday and the date must be the same for all classes or particular subjects.
- The work is clearly the student's own and has been regularly authenticated as the work has been produced
- There has been no breach of VCAA and College rules

N.B.: A medical certificate for illness/injury on the submission date of an Extended SAC **will not accepted as a valid reason for non submission. It is the responsibility of the student to organise delivery of the work by the set date.** In the case of an emergency, students should contact the Senior School Coordinator/ Team Leader for assistance if there are any issues.

## Extension of Time

Extension time is interpreted as the granting of extra time beyond that normally allocated to the SAC. Unlike redemption, the work completed in extension time is marked. Extra time is only granted in cases of significant hardship. In very exceptional circumstances a student may be granted an extension of time to complete their SAC. The extension of time should be applied through the Year 11 or 12 Team Leader.

### **Non submission of an Extended SAC**

If a student fails to submit an Extended SAC by the due date a score of 0 will be awarded for the task or component (unless marking had occurred at checkpoints / authentication points).

- The student will be notified of a rescheduled submission time of one week. This is an opportunity for the student to submit the work in order to achieve a satisfactory result (no marks can be awarded or added to based on the resubmission).
- Parents will be notified by phone and by Compass Chronicle that the student is at risk of receiving an N. They will be advised of the new submission time.

If the student does not submit the task by the rescheduled date they will receive an N result for the unit. Students will be notified. Parents will be notified by phone and by notification of N document on compass chronicle.

### **Authentication**

Students must submit work that is clearly their own. Apart from reference to source material, no part of a student's work may be copied from any other person's work. In order to attest that work is genuinely that of the student, teachers and students will observe the following procedures:

- Teachers will monitor the development of tasks in class, by sighting plans and drafts of students' work and keeping records of their progress using the Authentication record provided by VCAA for their subject area or the Strathmore Secondary College Authentication Record.
- Students are expected to retain appropriate documentation of the development of tasks. Students may be requested to present such documentation to prove authenticity of work
- A teacher may ask a student to demonstrate his or her understanding of a task to ensure authenticity
- Students may be required to submit a declaration stating that their work is their own
- Work will only be assessed when the teacher can attest that, to the best of his or her knowledge, the work is the student's own
- Students must not submit the same piece of work for assessment in more than one subject

***If an issue of authentication arises, teachers are to notify the student's relevant Coordinator and submit an At Risk form at the time. A panel may be formulated to establish the following:***

1. If necessary, a formal interview will be conducted. A parent of the student may attend in a support role, but not as an advocate.

2. A letter sent home, providing details of the interview to be conducted. At least twenty-four hours' notice is given.

3. Following the interview, a decision will be made in consultation with the Principal.

4. The student will be informed of the decision on the next school day. Written notification will follow within three days including details of the student's right of appeal.

Records will be kept of each stage of the process. Each decision will be made on the basis of evidence collected.

The College has the power to impose any of the following penalties for plagiarism, or for a substantive breach of the rules (which applies to the student who has breached as well as any student who has knowingly assisted the student to breach):

- A written reprimand
- Request that work be resubmitted for an S only and no points towards Study score
- Refusal to accept a part of the work submitted and give a score on the remainder
- Refusal to accept the whole piece and give an NA (not assessed)
- The above consequences may be used singularly or in combination

### **School Assessed Tasks (SATs)**

School Assessed Tasks generally involve an extended project or folio work.

#### **Satisfactory Completion**

In order to satisfactorily complete a unit, students must satisfactorily demonstrate achievement of the learning outcomes assessed by the SAT.

Achievement of an outcome means:

- The work meets the required 'standard' as described in the outcome
- The work is submitted on time, by **4 pm** on the due day
- The work is clearly the student's own and has been regularly verified as the work has been produced
- There has been no breach of VCAA and College rules

N.B.: A medical certificate for illness/injury on the submission date of a SAT **will not suffice. It is the responsibility of the student to organise delivery of the work by the set date.** In the case of an emergency, students should contact the Senior School Coordinator / Team Leader for assistance if there are any issues.

## Feedback on School Assessed Tasks

SATs are subject to external review.

Teachers may provide students with a provisional grade after marking; however, this is subject to change in the external moderation process.

## Extension of Time

Extension time is interpreted as the granting of extra time beyond that normally allocated to the SAT. Unlike redemption, the work completed in extension time is marked. Extra time is only granted in cases of significant hardship. In very exceptional circumstances a student may be granted an extension of time to complete their SAT.

### Procedure:

- Students complete an 'extension' form obtained from the VCE administration officer (Lucie Compton)
- Applications must be made in writing at least three days before the SAT due date
- The application will be processed and the student will be informed of the result
- No more than three days extension will be granted

## Non submission of a folio

If a student fails to submit a folio task by the due date a score of 0 will be awarded for the folio or folio component.

- The student will be notified of a rescheduled submission time of one week. This is an opportunity for the student to submit the work in order to achieve an satisfactory result.
- Parents will be notified by phone and by compass chronicle that the student is at risk of receiving an N. They will be advised of the new submission time.

If the student does not submit the task by the rescheduled date they will receive an N result for the unit. Students will be notified. Parents will be notified by phone and by notification of N document on compass chronicle.

## Authentication

Students must submit work that is clearly their own. Apart from reference to source material, no part of a student's work may be copied from any other person's work. In order to attest that work is genuinely that of the student, teachers and students will observe the following procedures:

- Teachers will monitor the development of tasks in class, by sighting plans and drafts of students' work and keeping records of their progress
- Students are expected to retain appropriate documentation of the development of tasks. Students may be requested to present such documentation to prove authenticity of work
- A teacher may ask a student to demonstrate his or her understanding of a task to ensure authenticity
- Students may be required to submit a declaration stating that their work is their own

- Work will only be assessed when the teacher can attest that, to the best of his or her knowledge, the work is the student's own
- Students must not submit the same piece of work for assessment in more than one subject

***If an issue of authentication arises, teachers are to notify the student's relevant Coordinator and a panel may be formed to investigate the task in question.***

1. If necessary, a formal interview will be conducted. A parent of the student may attend in a support role, but not as an advocate.
2. A letter sent home, providing details of the interview to be conducted. At least twenty-four hours' notice is given.
3. Following the interview, a decision will be made in consultation with the Principal.
4. The student will be informed of the decision on the next school day. Written notification will follow within three days including details of the student's right of appeal.

Records will be kept of each stage of the process. Each decision will be made on the basis of evidence collected.

The College has the power to impose any of the following penalties for plagiarism, or for a substantive breach of the rules (which applies to the student who has breached as well as any student who has knowingly assisted the student to breach):

- A written reprimand
- Request that work be resubmitted for an S only and no points towards Study score
- Refusal to accept a part of the work submitted and give a score on the remainder
- Refusal to accept the whole piece and give an NA (not assessed)
- The above consequences may be used singularly or in combination

## **Levels of Assistance**

### **Acceptable levels of assistance include:**

- The incorporation of ideas or material derived from other sources, (e.g.: by reading, viewing or note-taking) but transformed by the student and used in a new context
- Prompting and general advice from another person or source which leads to refinements or self-correction

### **Unacceptable forms of assistance include:**

- Use of, or copying of, another person's work or other resources without acknowledgment
- Actual corrections or improvements made or dictated by another person

## **Student Appeals:**

Units 1 and 2: Students may appeal the final decision within the school. Appeals should be made to the Curriculum Coordinator.

Units 3 and 4: Students have the right of appeal to the VCAA if a penalty has been imposed because of a breach of rules. Appeals must be made no later than 14 days after the school

decision. Full details of the appeals process can be found in the VCE and VCAL Administrative Handbook, or alternatively on the VCAA website.

## **VCAA Special Provisions**

There are four forms of Special Provision for the VCE:

- Student programs
- School-based assessment
- Special Examination Arrangements
- Derived Examination Scores

In each case there are specific eligibility requirements that apply. For student programs and school-based assessment, the school is responsible for determining eligibility and the nature of the provisions granted. For Special Examination Arrangements and Derived Examination Score applications, the VCAA is responsible for determining eligibility and for granting approval.

### **Student Programs**

The purpose of Special Provision in student programs is to help students in defined circumstances to complete the VCE in a reasonable time frame. A student is eligible for this provision if he or she is significantly adversely affected by illness or other serious cause or if he or she is disadvantaged by a disability or impairment. Prolonged absence from school or study is not itself grounds for special provision. The usual provisions granted in this category may include a three-year VCE or a reduction of units of study.

### **School-based Assessment**

Students are eligible for Special Provision for school-based assessment if they are adversely affected by illness, impairment or traumatic personal and family circumstances. The usual provision granted in this category may include allowing the student to undertake the task at a later date, allowing the student extra time to complete the task, substituting or replacing one task with another task or using technology to complete the task. All these possible provisions will be dependent on the resources of the College.

### **Special Exam Arrangements**

Students may apply to the VCAA for Special Examination Arrangement undertaking Units 3/4 studies. Students are eligible for Special Examination Arrangements if it can be demonstrated that achievement on the examination is adversely affected by accident or sudden onset of illness, personal, family circumstances or long term impairments. Special examination arrangements may take the form of extra reading time, extra writing time, rest breaks or the use of technological aids. Please see your coordinator or Team Leader to apply. Please note that it is a school based decision on whether the application will proceed. Application also have a due date and failure to submit the required documentation by the due date may mean the application is not approved.

### **Derived Examination Score**

The Derived Examination Score (DES) is calculated by the VCAA and may be used as the student's examination result where the student has met the eligibility requirements for the provision. The DES is intended for the student who is ill or affected by other personal circumstances at the time of an examination and whose examination result is unlikely to be a fair or accurate indication of their learning or achievement in the study.

Students are eligible for the DES if immediately before or during an examination period they can demonstrate that they have been affected by the onset of an illness or experienced an accident or personal trauma that has affected their performance in the examination or has prevented them from attending the examination.

Students who are eligible for Special Provision are not exempt from meeting the requirements for Satisfactory Completion of the VCE, or from being assessed against the outcomes for a study.

### **Students do not have grounds for Special Provision if they:**

- are absent from school or study for prolonged periods without evidence of significant hardship
- are comparatively unfamiliar with the English language as their only disadvantage
- are affected by teacher absence and other teacher related difficulties
- are affected by faulty technology in the preparation of work
- misread an examination timetable or an examination paper

### **How to Apply for Special Provision:**

The Senior School Team leader is the first point of contact regarding Special Provision. They will make a decision on the nature of special provision application. Special exam arrangements decisions are solely made by the VCAA special provisions team.

### **Permanent Disability**

The College must be informed in writing of any permanent disability at the very beginning of the year (end of February at the latest). Medical and/or psychological documentation must be included.

### **Extended Absence from School**

The College must be informed in writing far in advance of the proposed absence, or in the case of unexpected circumstances, as soon as reasonably possible. The communication must outline clearly the reasons for the absence (where relevant, accompanied by medical documentation) and be signed by a parent or guardian. Parents or guardians may be requested to attend an interview to discuss the matter.

### **Family Problems and/or Ill Health**

The College must be informed in writing of any request for consideration based on these grounds as soon as reasonably possible. The request must be accompanied by documentation from a professional and signed by a parent or guardian. A parent or guardian may be asked to attend an interview to discuss the request.

## **Special Entry Access Schemes (SEAS)**

SEAS Applications are handled by the Victorian Tertiary Admission Centre (VTAC) for tertiary entrance purposes. Students are eligible to apply for this if they experience continuing personal circumstances affecting their performance in their School program. Eligible students are advised to discuss their situation with their Senior School Coordinator / Team Leader, Careers Counsellor or member of the Student wellbeing team.

There are four categories to apply for SEAS. Details on this will be communicated to both year 12 parents and students during term 3.

Relevant supporting documentation and supporting statements are required to be submitted with the application. **SEAS is a student driven application** that the school will support.

## **Tertiary Entrance Requirements**

It is most important at this stage that students, parents and guardians become familiar with the procedures for entrance to the various tertiary institutions and faculties. The Victorian Tertiary Admissions Centre (VTAC) is the administrative unit for the selection of students for Victorian Universities and Tertiary Colleges. Normally, the minimum entrance requirement for all tertiary institutions is the satisfactory completion of the VCE as previously described.

## **Homework**

### ***Rationale***

Strathmore Secondary College regards homework as a vital component of every student's education. Specifically, homework is used:

- To develop students' responsibility for their school work
- To facilitate the development of organisational skills and good work habits
- To complement and reinforce what is done in class
- To foster independent learning

**A student with good organisation and resources should average:**

**Year 11:** 1-3 hours per night and more on weekends      **Year 12:** 3-4 hours per night and more on weekends up to 12 hours per weekend during peak VCE times

All students should have a study timetable to manage their time both here at school and outside of school.

## **Uniform**

### **Year 11**

Year 11 students at Strathmore Secondary College are required to wear full school uniform at all times. Full details of the uniform policy can be found in the student diary. Students unable

to wear full uniform must be proactive and inform Senior School Coordinators at the beginning of the day. A uniform pass may be issued which will clearly state the time provided for the uniform item/s to be worn or replaced.

- Teachers are to direct students who are out of uniform to the Senior School Office. Coordinators may issue a pass or confiscate out of uniform items which will be returned to students at the end of the school day
- When out of uniform items are confiscated repeatedly, a parent or guardian may be requested to collect out of uniform items which will be held by the Coordinator until collected
- Where it is impractical for uniform to be confiscated: A parent or guardian of students out of uniform may be contacted and requested to arrange suitable clothing.
- When correct shoes are not worn, students may be prevented from attending certain classes where safety is a concern
- In some circumstances, students may be prevented from attending class until they are in full school uniform

## **Year 12**

Although there is no set uniform for Year 12 students, certain standards of dress are expected to be adhered to. The main principle is 'function over fashion' and a student's choice of clothing should not interfere with learning.

Clothing which is considered unacceptable includes (but is not limited to):

- Overly revealing clothing (undergarments should not be visible)
- Clothing which displays slogans
- Clothing which advertises or promotes the consumption of cigarettes, drugs or alcohol

It is a requirement for all Year 12 students to wear covered footwear (thongs are unacceptable).

Senior School Coordinators reserve the right to determine what is or is not acceptable clothing. A parent or guardian may be contacted and requested to arrange suitable clothing.

- Students whose clothing is deemed inappropriate will be asked to see their Senior School Coordinator
- When correct shoes are not worn, students may be prevented from attending certain classes where safety is a concern
- In some circumstances, students may be prevented from attending class until they are in suitable clothing

## **Consequences**

Consequences for breaching the uniform policy will include a detention. Further offences may include multiple detentions, being sent home or kept out of class, official warnings and suspensions.

## **Drug Policy**

The College seeks to discourage the use of unsanctioned drugs, except for the circumstances of prescribed drugs. Students are not permitted, when under the College's jurisdiction to be under the influence of any drug or substance. Full details of the policy are available in the College's

'Drug Policy'; however, as they pose a particular concern to Senior School Students, tobacco and alcohol have been included in the Senior School Policy:

### **Tobacco**

Strathmore Secondary College seeks to discourage tobacco use. Students found smoking, in possession of cigarettes or supplying cigarettes to other students under the College jurisdiction will be liable to a range of sanctions dependent on the circumstances and whether or not previous offences have been recorded.

#### **First Incident:**

- One Detention – coordinator discusses the College Drug policy – Tobacco, procedures and consequences
- The student will be referred to Student Welfare (students do not have to accept counselling)
- A parent or guardian will be contacted verbally or in writing

#### **Second Incident:**

- Two detentions - Student Coordinator or designated staff member meets with student to reiterate College Drug Policy: Tobacco
- Student again referred to student wellbeing services (students do not have to accept counselling)
- Further referral to Student Welfare and provision of anti-tobacco literature. A referral may be made to Quit Services (students do not have to accept counselling)
- A parent or guardian will be contacted verbally or in writing

#### **Continuing Offences:**

Will incur further consequences including; sign in sheets, official warning, suspensions and possible withdrawal from extra-curricular activities. These will be accompanied with conversations and support from coordinators and team leaders and the student well-being team.

### **Alcohol and Other Drugs**

Students found drinking, using or in possession of alcohol or other drugs or supplying alcohol or other drugs to other students anywhere in the College environment or during College events, will be liable to a range of sanctions dependent on the circumstances and whether or not previous offences have been recorded.

#### **Consequences:**

- Informing and consulting parents or guardians and Student Welfare
- Suspension from College
- Counselling strategies in harm minimisation

- Other possible actions include withdrawal from extra-curricular activities

## **Mobile Phones**

Please refer to the SSC mobile phone policy on the college's website

## **Electronic Devices**

### **Use of iPads**

iPads are part of the student's personal requirements to bring to class. It is expected that they have the approved version with the agreed upon school required applications (details on the school website).

It is expected that students are organised; having their iPad charged, connected the google apps for education and compass so they are able to access course content and participate fully in their coursework.

### **Unapproved Mobile Phones and other Electronic Devices in SACs and Exams**

Electronic devices are prohibited in VCAA examinations. Prohibited devices include mobile phones, electronic translators and dictionaries, cameras, radio transmitters and/or receivers, personal digital assistants and organisers, music and video players, minicomputers, computerised watches, and any electronic devices capable of storing, retrieving or displaying digital information.

Supervisors are empowered under VCAA Rules to confiscate these devices when they are found in the possession of students in examinations. The devices will be held by the student's school or the VCAA for such a time as is necessary to complete any investigations into alleged breaches of rules involving those devices.

At Strathmore Secondary College any student found in possession of a mobile phone or electronic device during a SAC will:

- Have the mobile phone or electronic device confiscated and handed to their Senior School Coordinator
- Receive no score for the SAC
- Potentially have to repeat the SAC for an S or N only
- Face further disciplinary measures as determined by the Senior School Team

## **Frequently asked questions about the VCE**

### **What is a Learning Outcome?**

For every subject there is a series of learning outcomes. For example, in English at Unit 1 the outcomes are “to identify and discuss themes and issues in set texts, and to construct a personal response; to communicate effectively in writing, taking into account context, purpose and audience”. These outcomes state what you will be studying during the unit, and what you should be able to do by the end of the semester. These are the things you will be tested on, and they form the basis of your assessment; you must satisfactorily complete them.

### **What does Satisfactory Completion mean?**

This means you have fulfilled the requirements for a particular outcome. The teacher will set a number of tasks, and these must be completed properly to demonstrate that you have achieved that outcome. To achieve satisfactory completion of a unit, you must satisfactorily complete every outcome in that unit. The consequences of failing to do this are serious. The unit cannot be counted towards your VCE, and you may even find yourself having to repeat it, especially if it is required for a university course you wish to enter. In addition, you can be given an N (not satisfactory) if you:

- hand the work in late
- copy someone else’s work
- help someone else to cheat
- accept “undue assistance” for the work
- breach the school’s attendance rules

### **How is the VCE assessed in Year 11?**

You are assessed on two levels in Year 11. First your teacher will determine whether you have satisfactorily completed all outcomes in a unit. This will be shown on your end of semester report as S or N, and will be reported to VCAA. Second, your performance in the subject will be graded from A+ to UG. This performance is not reported to VCAA; however, a student whose grade is unsatisfactory in a subject may be recommended to not do the same subject in Units 3/4.

### **How is the VCE assessed in Year 12?**

The satisfactory completion of all outcomes will be reported as S or N, the same as in Year 11. For every subject you will be doing a number of School Assessment Tasks or Coursework, which are completed in class. The mark you get for these in a particular subject will be school assessed task or coursework mark, and will be sent to VCAA. It will then be statistically moderated against your performance in the examination, and added to your examination result to determine your study score of that unit of study.

**What is Statistical Moderation?**

The process for adjusting the school's assessments to the same standard, while maintaining the students' rank given by the school. VCAA uses statistical moderation to ensure that the coursework assessments given by different schools are comparable throughout the state.

**What is Scaling?**

Study scores must be compared and adjusted before they can be fairly added together. This is because apart from English, students take very different combinations of VCE studies, and you can only add scores together if the strength of competition in each study is about the same. Scaling overcomes these difficulties and ensures that each study contributes equally to the ATAR.

**What is the GAT?**

The GAT, or General Achievement Test, is run by VCAA for all students studying a Unit 3/4 subject. The purpose of the GAT is to allow VCAA to measure a student's performance against their ability. The mark for the GAT is used as a check for determining your final score for a subject, so it is very much in your interest to do as well in it as possible.

**What if I am late handling work in?**

You run the risk of gaining an N for an outcome, and thus for a whole unit. Avoid these problems by being organised. If you have a genuine reason (such as illness) for the work being late, request an extension from the VCE Assistant. For full details, refer to the policy for the 'Satisfactory Completion' of VCE studies section.